

APPENDIX G: DISCHARGE REPORTING REFERENCE FORM

Preface.

This appendix provides a sample reference form for capturing the information required by § 112.7(a)(4) for reporting a discovered discharge, if the facility does not use an FRP (refer to Section 4 Appendix E for FRP guidance). The purpose of filling out the form is to enable the person reporting a discharge to readily reference and relate the requisite information it contains.

In addition to the following reference form, the names, titles, and duty / off-duty telephone numbers of key area and activity personnel to whom spills must be reported, and other supporting information should be included as appendices to the SPCC Plan. Contacts at regulatory agencies and other concerned authorities / organizations to be notified and the circumstances that require their notification should also be included as supporting material.

Sample Reference Form for Reporting a Discharge [§ 112.7(a)(4)]

1) Phone Number?	2) Address and location of the discharge?
3) Date and time of the discharge?	4) Type of material discharged?
5) Total quantity discharged?	6) Quantity reached navigable waters?

7) Source of the discharge?

8) Description of all affected media?

9) Cause of the discharge?

10) Damages or injuries caused by the discharge?

11) Actions being used to stop, remove, and mitigate the effects of the discharge?

12) Evacuation necessary?

13) Names of individuals and/or organizations who have also been contacted?
